# TAKING YOUR ONLINE EXAM

## TYPED

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**Before your exam**

Know the date your exam is taking place and the start time.

Log into Inspera with your Oxford single-sign on (SSO) to make sure you can.

Have multi-factor authentication (MFA) set up on your mobile and also have an additional method of authentication, e.g. the Authy app setup on your computer.

**PRATICE** using Inspera.

Explore the relevant demo tests.

Practice using the typed response box.

Take the practice test associated with your exam. This will be found under 'My tests' when it is available.

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**Starting your exam**

At least a few days before it opens, you will see your exam in My tests.

Select Click here to get ready.

You’ll see the Honour Code Pledge - you’re agreeing to this by proceeding.

When you’re ready to begin, click Start test. Your time starts now.

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**Writing your exam response**

Your exam questions will be presented within the test, or attached to the test as a PDF (which opens in a separate browser window).

Type your answers into the typed response box(es).

Use the tool bar to expand your view of the response box and format your content.

A word count and spellcheck is available in the bottom right corner.

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**Submitting your exam response**

When you select the ‘tick’ icon, you’ll see a summary of the questions you’ve attempted and the option to submit.

When you press ‘submit’, your responses will be considered final, and you will not be able to edit them.

Only press ‘submit’ when your test has ended (the timer has expired).

Or - if you want to submit early - make sure you triple check your completed responses before you press ‘submit’.

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**After your exam**

A message on-screen will confirm you have submitted.

You will be provided with a read-only copy of your exam responses. These are for your own reference only.

Other students may still be sitting this exam, due to exam adjustments or being resident outside of the UK. You must not discuss this exam with other students, or on social media, until 36 hours after the exam opened.

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**Need help before, during or after your exam?** Please complete the help form at: ox.ac.uk/online-exams-help. If your exam is in progress and you cannot complete the form, call +44 1865 612121.